

List Of Numbers

<u>Main Line</u>	815-936-7390
<u>Fax Number</u>	815-936-7314
<u>Building & Code Official</u>	
<u>Tomora Nelson</u>	815-936-8211
<u>Building Secretary</u>	
<u>Laura Onwiler</u>	815-936-7324
<u>Building Inspector</u>	
<u>Phillip Leppert</u>	815-936-7393
<u>Joshua McElroy</u>	815-936-7395
<u>Plumbing Inspector</u>	
<u>Clyde Tilley</u>	815-468-6260
<u>Electrical Inspector</u>	
<u>Scheduling</u>	815-937-2940x2
<u>Property Maintenance Secretary</u>	
<u>Sherry Dickens</u>	815-936-7394
<u>Property Maintenance Inspectors</u>	
<u>Susana Ayala</u>	815-936-7324
<u>Kate Bennett</u>	815-936-7327
<u>Carolyn Mitchell</u>	815-936-7392
<u>Ricardo Marin</u>	815-936-7391
<u>Kenyatta Hill</u>	815-936-8210
<u>Tanisha Driver</u>	815-936-7316
<u>Trash Removal</u>	
<u>Allied Waste</u>	815-472-3332
<u>Brush Removal/Road Kill</u>	

Mission Statement



OUR MISSION

WE ARE DEDICATED TO PROTECTING, BUILDING, AND NURTURING
THE COMMUNITY WE SERVE WHILE ENHANCING LIVES.

OUR VISION

WE ARE A HISTORIC, VIBRANT, AND ACTIVE RIVERFRONT COMMUNITY.
WE CONTINUE TO TRANSFORM INTO AN EXTRAORDINARY PLACE TO DREAM,
GROW, AND THRIVE. EMBRACING OUR DIVERSITY, WE ASPIRE TO BE
PROGRESSIVE, INCLUSIVE, AND INNOVATIVE.

OUR VALUES

ACCOUNTABILITY

Accept responsibility for activities and disclose results in a transparent manner.

STEWARDSHIP

Pledge to be fiscally, environmentally, and socially responsible.

PROFESSIONALISM

Commit to lifelong learning, appropriate conduct, and service as a community ambassador.

INTEGRITY

Know and do what is right by demonstrating moral character, ethics and respect.

RESILIENCE

Recover quickly from difficulties and overcome challenges.

EXCELLENCE

Demonstrate best practices, talent, and quality that achieves extraordinary standards.



Hours of Operation

<u>Monday</u>	8AM-4PM
<u>Tuesday</u>	8AM-4PM
<u>Wednesday</u>	8AM-4PM
<u>Thursday</u>	8AM-4PM
<u>Friday</u>	8AM-4PM
<u>Saturday</u>	Closed
<u>Sunday</u>	Closed

Open During Lunch Hour

*Building & Code Enforcement
Department*

295 N. Harrison Avenue

Kankakee, Illinois 60901

WELCOME TO CODE

Kenyatta Hill	1st ward
Susana Ayala	2nd ward
Kate Bennett	3rd and 4th wards
Carolyn Mitchell	5th ward
Ricardo Marin	6th ward
Tanisha Driver	7th ward



Hopefully this pamphlet will help answer some of your questions about the Building and Code Department. If you have any questions please feel free to call or stop by our office. We look forward to hearing from you.

Tomora Nelson and the Building & Code Department

GENERAL QUESTIONS

Permits:

1. When do I need a permit?

When you construct, enlarge, alter, repair, move, demolish or change occupancy to a building or structure or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system. This includes accessory structures such as sheds, pools, fences, etc.

2. How long will it take to get a permit?

It depends on the scope of the work; 1 to 3 days.

3. How long is the permit good for?

Permits are good for six months.

4. Can I start the work before my permit is ready?

No, all work is to be approved within the building department prior to starting the work.

5. Can I do the work myself?

Yes, but if it's plumbing you must live in the property.

6. Do I have to get a permit to do work on my own property?

Yes

Garbage:

1. Who is responsible for garbage pickup?

Allied Services 815-472-3332

2. How many large items can I put out at once?

One large item can be set out weekly for pick up by Republic Services. Wet carpet, wet upholstered furniture, or construction debris CANNOT be picked up.

3. Who should be contacted to pick up multiple large items or debris?

Department of Public Works 815-933-0472

GENERAL QUESTIONS

Grass:

1. When does grass become a violation?

When it's more than 6 inches.

Rental License:

1. What is the fee for Rental Licenses?

\$65.00 for single unit and \$11.00 each additional unit.

2. Do I need to get a new rental license if the property had a current license when I purchased it?

Yes. Rental licenses are not transferable.

3. Is a rental license needed if a family member stays at the property?

Yes, per City of Kankakee Ordinance No 12-24 .113.1 Requirement for license- No person, corporation or other entity shall rent, lease or allow a person other than the legal owner to occupy any dwelling unit within the City of Kankakee, unless the City of Kankakee has unrevoked operating license in the name of the legal owner of record for that premises.

4. Is a rental license needed even if no rent is collected?

Yes

5. If the property has multiple units, will they all be inspected or just the occupied units?

All units including owner occupied units will be inspected.